

SAP Business Intelligence Reporting

BI Concepts and Security

Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials
General Topics - BI End Users/Power Users

The Business Intelligence (BI) Concepts section provides an introduction to the overall structure and components of the BI.

Topics covered in this section include:

- What HRMS BI is / is not...
- Benefits of the BI application
- HRMS BI Security
- Difference between BI End Users and BI Power Users
- Difference between the HRMS Portal and the SAP GUI



BI is...

- **SAP's Business Intelligence**
(SAP = "Systems, Applications and Products in data processing")
- a reporting tool to perform query and analysis
- an extraction of transactional and master data from HRMS
- a repository of aggregated, historical data across days/weeks/months/years

BI is NOT...

- a source of real-time data. Real-time data is found in source systems
- a tool to download data to populate shadow systems

Efficient



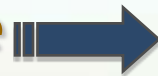
Stores data in one place to allow efficient retrieval, reducing time spent gathering data.

Flexible



A single query can contain what traditionally would be found in multiple reports, reducing the number of “hits” on the system.

Customizable



Ability to “slice and dice” data and customize the look and feel of a pre-defined report for individual analysis.

Optimized



Response time results in less stress on system resources.

The ability to access BI reports, specific functions and data within the BI environment is controlled by HRMS BI Security.

- BI User Role: Agency HRMS BI users will be mapped to either a “BI End User” or “BI Power User” role. All BI users can access reports via the HRMS Portal but only Power Users can develop ad hoc queries against data available within the BI structures.
- BI InfoProvider Role: The ability to access BI data structures (InfoProviders) is controlled by a BI InfoProvider Role. Agency HRMS BI users will be mapped to one or more InfoProvider Roles.
- BI Data Security: The data accessed for report results will be dependent upon the organization structure within the security and role mapping setups. BI data structures apply an additional level of data security for specific values such as SSN, Name, etc.



E-Recruiting User Roles:

A user that has been designated with the ER Centralized Role will be able to access requisitions for ALL agencies.

A user that has been designated with the ER End User or ER Power User will only be able to access the requisitions that have been created by their agency.



Continued...

The ability to perform tasks such as execute reports or create ad hoc queries is based on the “User Roles”.

BI End User Role

- Allows the End User to execute BI reports through the HRMS Portal.

BI Power User Role

- Has all the capabilities of the End User plus:
- Allows the Power User to create/modify/delete agency-specific ad hoc queries using the BI BEx tools.



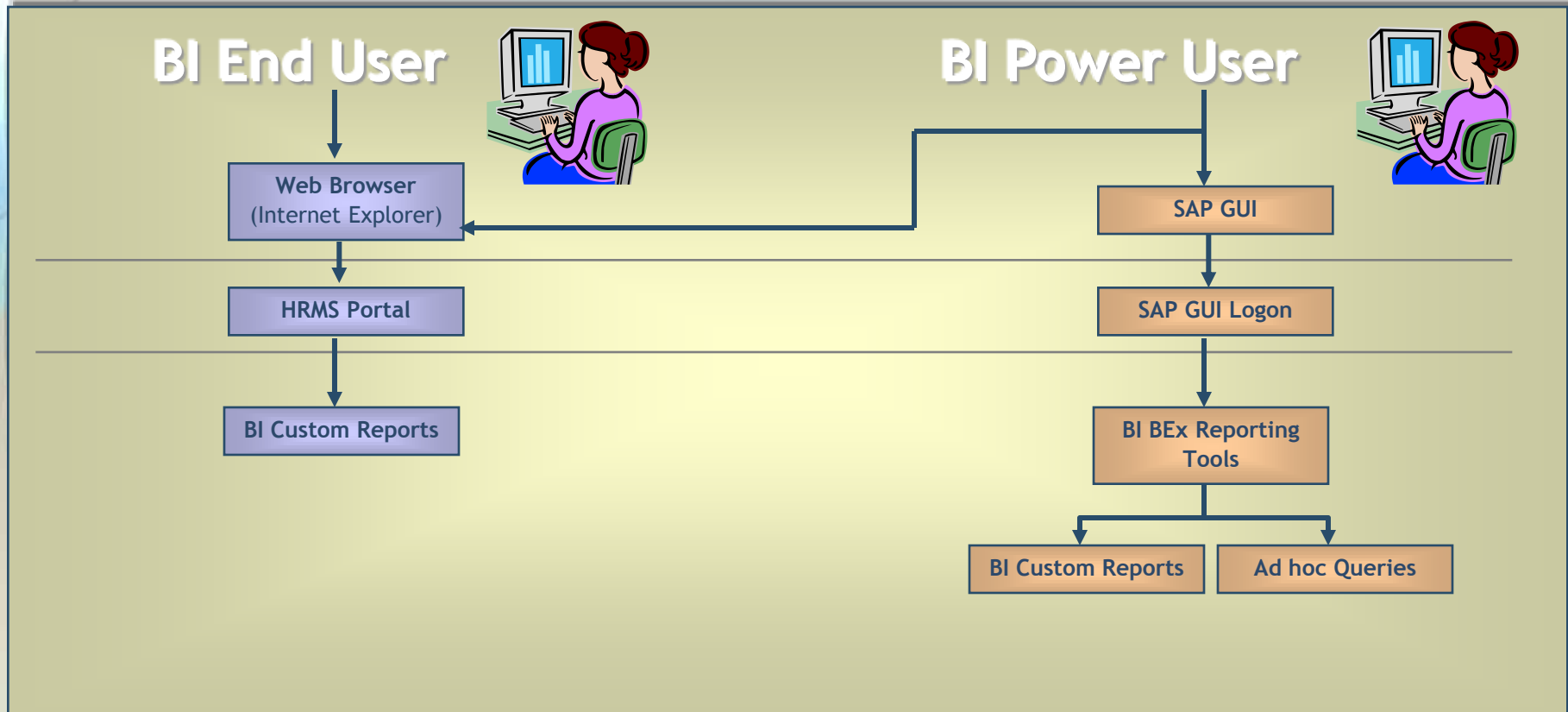
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The ability to access BI structures is based on “InfoProvider Roles”.

HR/Payroll/Time Data	Financial Data	Grievance Data	E-Recruiting Data
Access to HR/Payroll/Time data for general reporting purposes.	Access to Financial data (AFRS Payroll Data).	Access to Grievance data for general reporting purposes	Access to E-Recruiting data for general reporting purposes.
<ul style="list-style-type: none"> Employee Specific Payroll Data (ZPY_M01) Employee Specific Payroll Data w/PA (ZPY_M02) Headcount and Education (ZPA_M50) Headcount and Personnel Actions (ZPA_C01) Quota Data (ZPT_M02) Staffing Assignments (ZPAOS_C01) Time and Labor (ZPT_M01) 	<ul style="list-style-type: none"> AFRS Payroll Data (ZPY_C51) 	<ul style="list-style-type: none"> Grievance (ZGR_C01) Grievance Data (ZGR_M01) 	<ul style="list-style-type: none"> Candidacy/Questionnaire Data (ZPAER_M01) Candidacy with Requisition and Candidate (ZPAER_C01) Questionnaire Results (ZPAER_C02)

BI End User vs BI Power User

The following diagram provides an overview of the process flow used for accessing BI Custom Reports (BI End and Power Users) and Ad hoc Queries (Power Users only):



Continued...

BI End User

- Can execute BI reports through the HRMS Portal.

BI Power User

- BI Power Users have the same reporting capabilities as the BI End User plus:
- Can access the BEx Query Designer to develop ad hoc queries for their agency.
- Will have the additional responsibility of managing and maintaining agency-specific BI queries/reports.
- Will have the additional responsibility of being the agency's "go to" person for BI reporting questions.
- Will have the additional responsibility of working with HRMS/BI Production Support staff to add/modify/delete reports available via the HRMS Portal.
- Needs to attend additional training to use BEx Query Designer.

BI Power User technical requirements:

- *Must have the SAP Graphical User Interface (SAP GUI) installed.
- *Must have BEx tools installed.

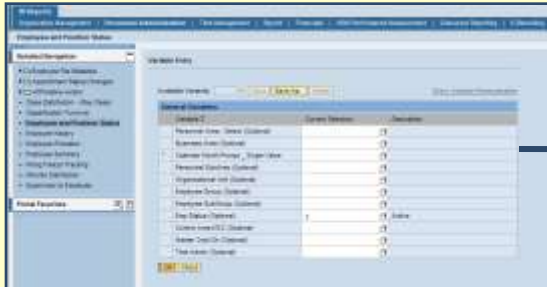


* For additional technical information, reference the Technical Resources page from the HRMS Support website:

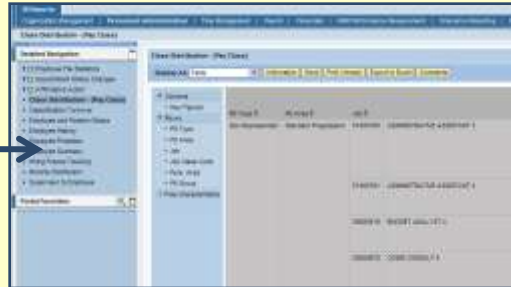
<http://www.dop.wa.gov/payroll/HRMS/Pages/default.aspx>

HRMS Portal vs SAP GUI

HRMS Portal



HRMS BI Custom Report



SAP GUI and (BEx) Query Designer



HRMS Portal

The HRMS Portal is used to access Business Intelligence reports. It provides access to BI reporting through the web.

SAP GUI

The Business Explorer (BEx) Query Designer is accessed via SAP GUI. It is used to access tools for query building, reporting and analysis functions.

Using SAP GUI and BEx tools, BI Power Users can develop ad hoc queries. Ad hoc queries may be displayed from a web browser or MS Excel.

BEx will be supported for BI Power Users only.

Continued...

HRMS Portal vs SAP GUI, Cont...

BI End Users and BI Power Users have the ability to run BI reports through the HRMS Portal. BI Power Users have the ability to create ad hoc queries using BEx tools from the SAP GUI.

HRMS Portal

- *Uses a web browser for running reports (e.g., Internet Explorer)
- *Does *not* require a connection to the State Government Network (SGN) or Virtual Private Network (VPN)
- *Requires authentication logon and password
- Does *not* support ad hoc reporting from the BI BEx tool

SAP GUI

- *Requires a connection to the BI through the State Government Network (SGN). If outside the SGN, user must have a Virtual Private Network (VPN) connection into the SGN.
- *Requires authentication logon and password
- Supports adhoc reporting from the BI BEx tool (BEx will be supported for BI Power Users only)

Note: Reports run from the HRMS Portal have a different appearance when run from SAP GUI using BEx tools. *For example:*

- Many graphics that are displayed in the SAP GUI are not displayed in the HRMS Portal
- Some menus are arranged differently
- Buttons may have a different appearance



•For additional technical information, reference the Technical Resources page from the HRMS Support website:

<http://www.dop.wa.gov/payroll/HRMS/Pages/default.aspx>